

ESH&Q at Fermilab

Fermilab

U.S. DEPARTMENT OF

ENERGY

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Radiation Safety Callina

From the left-hand column select “Oracle Access”, then “Oracle Data Entry”.

ES&H Web-based Oracle Data Entry Forms

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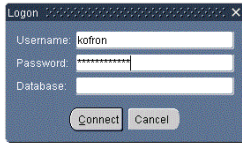
Select "TRAIN"

TRAIN

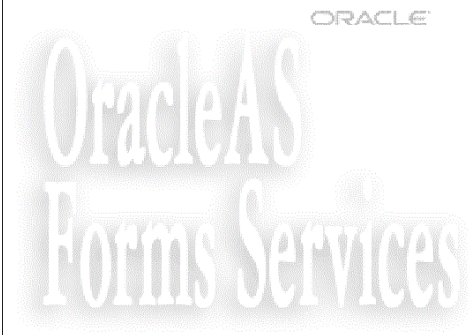
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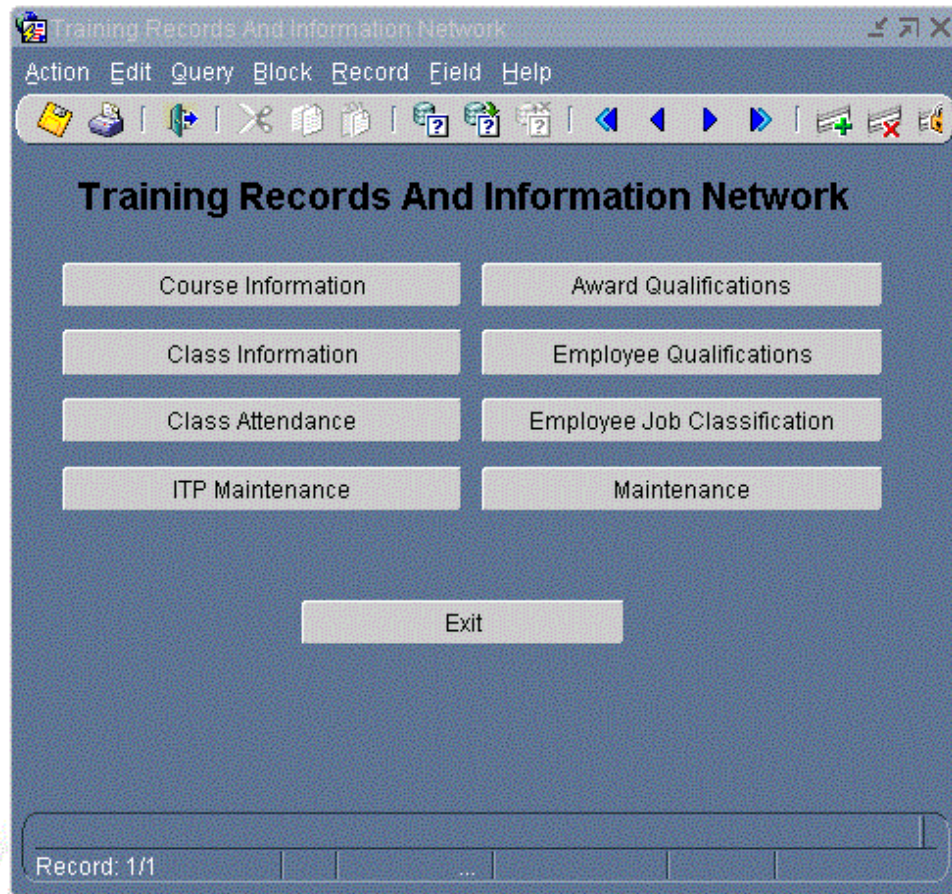
Select #1 TRAIN (Main Program)



A small, dark blue dialog box titled "Login" with a close button (X) in the top right corner. It contains three input fields: "Username" with the text "kofron", "Password" with masked characters (dots), and "Database" which is empty. At the bottom, there are two buttons: "Connect" and "Cancel".



Log into TRAIN



Course Information

Used to establish a new course name/number or revision in the TRAIN database

Class Information

Used to schedule a class session for a particular training course

Class Attendance

Used to enroll personnel in a scheduled class session; also used to give credit (completion) for attendance to a class session

TRAIN COURSE INFORMATION PAGE

Course Information

Action Edit Query Block Record Field Help

Course Prereqs. Quads. Copy Training Material

Class Info. Exit

Course Rev. Setting

Default Responsible Org Fee Email Reminders ☐

Default Offered To Org URA Subsidized ☐ DO NOT Email Instructor ☐

Reporting Category Course Catalog ☒ Requal Interval

Training Category Min Passing Grade Duration

Class Minimum Class Maximum Credit Hours

Available Discontinued Retention Years

Development Hours Development Cost Number of Tests

Course Contact Test Grace Period (Months)

Intended Audience Authorization Required

Required By Provider Number

Preq. Description

Objective

Course Content

Instructor's Needs/Comments

Send Course Contact an email reminder when or more persons are past due or due in days

NOTE: Required values are underlined.

COURSE

An eight-digit course number. The first two digits must be your division or section (i.e. AD, BS, CD, DI, ES, FE, LS, PD, TD) the remaining six digits may be any number you choose. This convention is used regardless of the location of the course (i.e. on-site or off-site).

Note: Course numbers that begin with “FN” are reserved for site-wide courses.

COURSE TITLE

Thirty character description.

REV

A two character course revision number. All new courses should begin with revision “01”. Each time the course contents are updated a new course should be created with the same course number but with the next higher revision number.

You must manually discontinue the older version by entering a date in the discontinued field.

Note: Courses that were downloaded from the IBM system have revision numbers of “00”.

SETTING

A two character abbreviation. The setting is the manner in which the course material is presented. For example; in a class room, via computer based training, on video tape, on the job training. Display list to pick value.

Note: Courses downloaded from the IBM system have a setting of “CR” (class room).

DEFAULT
RESPONSIBLE ORG

The division/section that is responsible for the course content. Display list to pick value.

The division/section that teaches or presents the course. The organization identified as the responsible org is the only organization that can create classes for the course.

DEFAULT OFFERED TO
ORG

The division/section that the course is offered to. Display list to pick value.

FEE


A charge-back fee. A non-zero value requires a responsible organization and budget code on the class attendance screen when enrolling students into classes.

EMAIL REMINDERS	Check box if you want email reminders sent to attendees before the class.
<u>REPORTING CATEGORY</u>	Pick from list of values. Mark a course as required where there is a regulatory driver such as OSHA, DOE, etc. that requires this training to be tracked.
<u>REQUAL INTERVAL</u>	Re-qualification interval for this course in months. This value is used to calculate the next training due date for students. Enter zero for one-time-only courses.
<u>TRAINING CATEGORY</u>	This is the type of training category a course is intended for. Pick from list of values. (e.g. General, Safety Training, Management, D/S Employee Specific Training.
MIN PASS GRADE	The minimum percentage grade required to pass the test(s). Valid only for non-zero number of tests.
DURATION	Course length in hours.
CLASS MINIMUM	The minimum number of students required for a class.
CLASS MAXIMUM	The maximum number of students per class.
CREDIT HOURS	The number of credit hours earned upon successful completion of this course. (Not currently used at Fermilab).
AVAILABLE	The date the course is available. TRAIN will not allow classes to be scheduled before this date. Data entry of the class information and enrollment of students may take place before this date as long as the scheduled date of the class falls on or after the available date.
DISCONTINUED	The last date the course may be taught.
<u>RETENTION YEARS</u>	The number of years the course records must be kept by Fermilab. Most training classes that are required must be kept 75 years.
DEVELOP. HOURS	The number of hours it took to develop this course.

DEVELOP. COST	The cost to develop this course.
<u>NUMBER OF TESTS</u>	<p>The number of tests required to successfully complete this course when you wish to track the student's percentage grade.</p> <p>Note: A non-zero value requires the entry of test scores on a separate screen in the Class Information section, which requires addition data entry effort. A status of pass/fail can be entered on the attendance screens thus eliminating the need for the extra data entry. I recommend use of test tracking only if you wish to record the actual test score (percentage).</p>
<u>COURSE CONTACT</u>	The Fermi ID # and name of the primary contact for this course. This should be a person that is best able to answer questions regarding the course content.
<u>INTENDED AUDIENCE</u>	The intended audience (e.g. all fork lift operators, electricians, SSO's, etc.)
AUTHORIZATION REQ	Is authorization required to enroll in this course? Yes/No.
<u>REQUIRED BY</u>	The regulatory driver for this course. (Enter free format text).
PROVIDER NUMBER	Vendor supplied ID number for this course.
<u>OBJECTIVE</u>	Course objectives.
<u>PREREQ DESCR</u>	Prerequisite description.
<u>COURSE CONTENT</u>	The course syllabus.
<u>INSTRUCTOR'S NEEDS/COMMENTS</u>	Any comments or instructions that are needed by the instructor of the course.

THE ESH&Q SECTION HAS A FORM TO BE ENTERED INTO THE COURSE INFORMATION SCREEN WHEN A NEW COURSE IS CREATED. THIS FORM IS USUALLY FILLED OUT BY THE CONTACT PERSON. THE FORM IS POSTED ON THE ESH&Q SECTION WEB PAGE

<http://esh-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=1883>

		Environment, Safety, Health and Quality Section Training Course Request Form	
<small>Data entered in this form can be saved to a PDF file under a different name. Once completed Print and Mail to Training, MS-119</small>			
Division/Section	<input type="text"/>	Fee	<input type="text"/>
		Reporting Category	<input type="text"/>
Course Number	<input type="text"/>	Course Title	<input type="text"/>
Default Offered to Org	<input type="text"/>	Training Category	<input type="text"/>
		Class Min	<input type="text" value="1"/>
		Class Max	<input type="text" value="1"/>
Course Contact/ID#	<input type="text"/>	Intended Audience	<input type="text"/>
		Required By	<input type="text"/>
Default Responsible Org.	<input type="text"/>	Revision	<input type="text"/>
		Setting	<input type="text"/>
Pre-Requisite Description	<input type="text"/>		
Objective	<input type="text"/>		
Course Content	<input type="text"/>		
Instructor Needs/ Comments	<input type="text"/>		

CLASS INFORMATION PAGE

CLASS INFORMATION

Class Info. Copy Class **Attendance** Exit

Class Code Course Code Revision Setting

Class Type Requal Interval ☐

Course Title

Class Location

Responsible Org. Duration Pilot Class ☒ N

Offered To Waiting List Only ☐

Enrollment Type OPEN

Enrollment ☐ Minimum ☐ Maximum ☐ Min Class Size Cutoff Date

Class Fee URA Subsidy

Vendor Cost Vendor Travel Evaluation Score

Comments

Class Instructor & Time

Class Date	Start Time	End Time	Instructor ID	Instructor Name

CLASS CODE

A unique, system-generated ID number for this class. Use this number to generate reports, query attendance records and on view-only screens.

COURSE CODE

The eight-digit course number. See course information section for more information.

<u>REV</u>	The course revision number. See course information section for more information.
<u>SETTING</u>	The course setting. See course information section for more information.
COURSE TITLE	A view only field. No data entry required.
Class Location	This is the location where the class is being taught.
<u>RESPONSIBLE ORGANIZATION</u>	Defaults to the division/section entered in course information. See course information section for more information. May be changed, see list of values.
DURATION	Class duration in hours. The default value comes from the course information screen.
Offered To	This is the division/section that is attending the class.
<u>ENROLLMENT TYPE</u>	Two enrollment types are valid. Open and Closed. Open enrollment allows any Fermilab organization to enroll students into this class. Closed enrollment limits data entry to the responsible organization. The responsible organization may enroll any student in the lab.
<u>ENROLLMENT MINIMUM</u>	The minimum number of students required for a class. The default value comes from the course information screen.
<u>ENROLLMENT MAXIMUM</u>	The maximum number of students allowed in a class. The default value comes from the course information screen.
COMMENTS	Comments for this class. Include any special instructions such as; bring paper and pencil, safety glasses required, etc. The text entered here will be displayed on the class attendance (enrollment) screen.
<u>CLASS DATE</u>	The date of the class. Input format is MM/DD/YYYY. Punctuation is optional during data entry as long as leading zeros are entered. One row must be entered for each day the class is being held.
<u>START TIME</u>	The starting time of the class. Input format is HH:MM AM or HH:MM PM. Punctuation is optional during data entry as long as leading zeros are entered.

END TIME

The ending time of the class. Input format is HH:MM AM or HH:MM PM. Punctuation is optional during data entry as long as leading zeros are entered.

INSTRUCTOR ID

The instructor's Fermi ID. Input format is 99999X; where 99999 is the Fermi ID and X is "N" for employees, "V" for visitors or "C" for contractors.

Note: All six digits must be entered. Instructors with Fermi ID's less than 10000 must include leading zeros.

INSTRUCTOR NAME

View only field. Automatically generated by TRAIN.

CLASS ATTENDANCE PAGE

The screenshot shows the 'Class Attendance' application window. At the top is a menu bar with 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', and 'Help'. Below the menu is a toolbar with various icons for file operations and navigation. The main interface is divided into several sections:

- Form Fields:** Includes input boxes for 'Class Code', 'Course', 'Rev', 'Setting', and 'Start Date/Time'. There are also buttons for 'Copy a Class' and 'Exit'.
- Seats Section:** Contains three input boxes labeled 'Available', 'Filled', and 'Minimum', each with a '0' entered. Below these is a 'Waiting List Only' dropdown menu.
- Fee Section:** Includes input boxes for 'Class Fee' and 'URA Subsidy', and a 'Cutoff Date' input box.
- Class Roster Table:** A large table with the following columns: ID, Name, GradStatus, Completed, Fee, Project Code, Task Code, Project/Task Amount, URA Subsidy, Paid by Student, and Enrolled. The table has a vertical scrollbar on the left and a horizontal scrollbar at the bottom. The first row of the table has a green header bar.

EMPLOYEE #

The student's Fermi ID. Input format is 99999X; where 99999 is the Fermi ID and X is "N" for employees, "V" for visitors or "C" for contractors.

Note: All six digits must be entered. Students with Fermi ID's less than 10000 must include leading zeros.

EMPLOYEE NAME

View only field. Automatically generated by TRAIN.

STATUS

Enrollment status. Pick from list of values: (e.g. "E" for enrolled, "C" for completed, "F" for failed)

COMPLETED

The date the class was completed. TRAIN defaults to the ending date and time from the class information form.